

CMR WEB-BASED ANNUAL REPORT HELP

GENERAL (All asterisked (*) lines are required fields.)

CMR entities are required to file the CMR annual report with the Commission. See Commission's web page at <http://psc.wi.gov/utilityinfo/tele/annualreports/annualreports-index.htm> and Rules for Reporting item at the top of the web-based form for further details.

Confidential Filing: If you wish to request provisional confidential treatment of annual report information, **do not click** on the "Check for Errors & Submit" button on the program screen. Rather, contact Chris Larson at 608/267-9508 or chris.larson@psc.state.wi.us.

Annual Report Helpdesk: Commission staff has established a Telco Annual Report Helpdesk to facilitate implementation and functionality of the annual report program. The primary Helpdesk contact person is Cindy Gilles. She can be contacted at 608/267-2893 or cindy.gilles@psc.state.wi.us. E-mail contacts are preferable; please provide the following information in your message:

1. Type of annual report (ARW, CMR, CTV, CMR, or OTH);
2. Name and employer;
3. Phone number;
4. Utility name and ID number; and
5. Nature of problem.

SIGNATURE

The person responsible for accounts attests that the report is a correct statement of the business and affairs of the utility for the report year. The report does not require a manual or electronic signature.

"Utility Name" is prepopulated from the Commission's database and is nonenterable. (An official name change must be filed separately with the Commission via the Commission's Electronic Regulatory Filing System (ERF), including the Wisconsin Department of Financial Institutions information. Also note any details concerning a name change in the Annual Report Notes section of the report. Additional information on this subject is included in the Rules for Reporting.)

IDENTIFICATION

Information is derived from prior year's annual report; edit as necessary.

"Business Customers Phone" and "Residential Customers Phone" should report telephone number for potential business customers to contact the company (if service is provided to that type of customer).

PRIMARY ADDRESS

All information is derived from prior year's annual report; edit as necessary. Mailing/PO Box address **must agree** with address shown in Identification section.

ANNUAL REPORT CONTACT

All information is derived from prior year's annual report; edit as necessary.

REGULATORY CONTACT

All information is derived from prior year's annual report; edit as necessary.

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ASSESSABLE REVENUES

For lines 1a and 2a, use Enter key to create new lines in text box.

For line 2b, report assessable revenues for intrastate universal service fund (USF) assessment purposes **to the nearest thousand dollars**. Use the definitions contained in the “Assessable Revenue Definitions” item at the top of the screen of the web-based form when entering the intrastate USF assessable revenue amount **in 000’s**.

Additional details concerning remainder and telephone relay assessable revenue information are available at <http://psc.wi.gov/utilityinfo/tele/newsInfo/assessmentFees.htm>.

Use Enter key to create new lines in text box. An official name change must be filed separately with the Commission via the Commission’s ERF, including the Wisconsin Department of Financial Institutions information. Also note any details concerning a name change in this section of the report. Additional information on this subject is included in the Rules for Reporting.

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